

Applying for Jobs Under DON Merit Promotion Program

Human Resources Service Centers

- ❖ The Department of the Navy has eight Human Resources Service Centers (HRSC) worldwide



- Each Center recruits individuals to fill vacancies within its geographical area

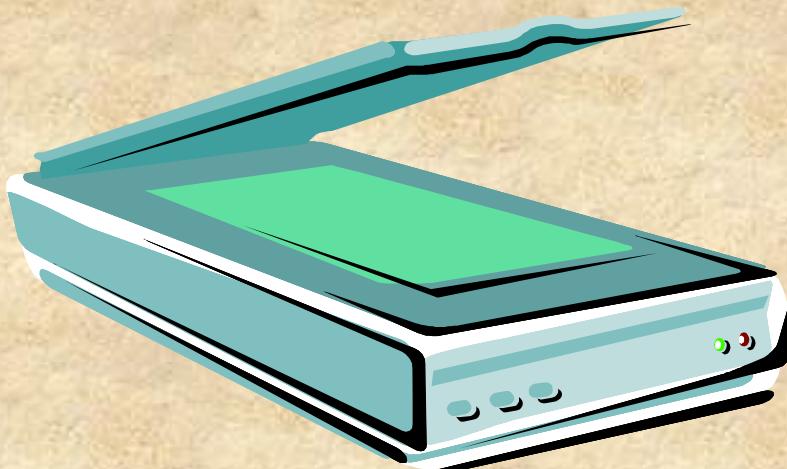


- All Department of the Navy Human Resources Service Centers will be using an automated system to process resumes

- The system uses an artificial intelligence process to “read” and “identify” skills from your resume



How Does The System Work?



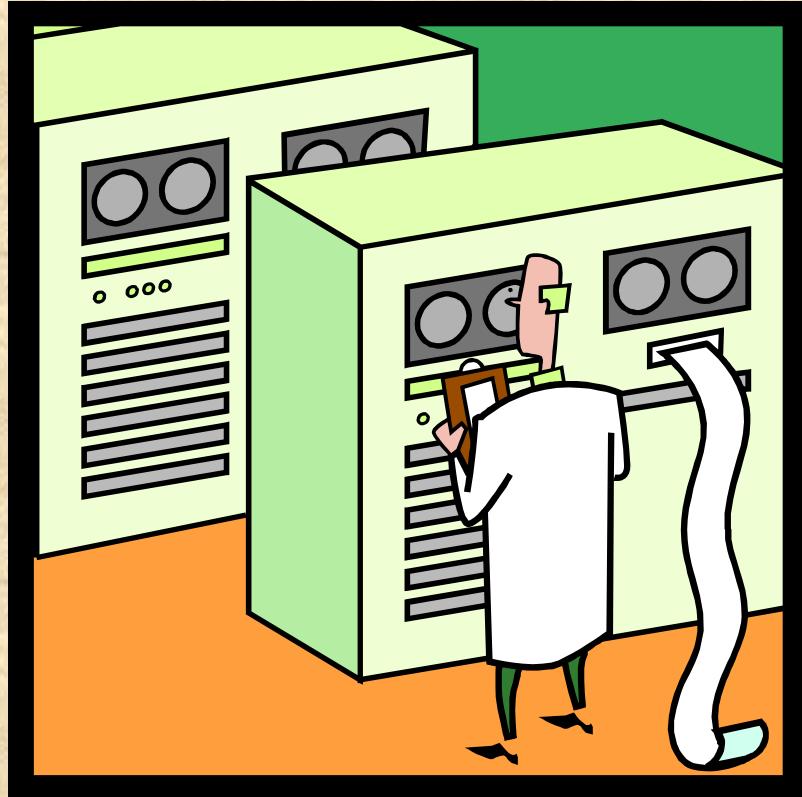
- Your resume is scanned into the computer by a method that is similar to sending a fax or making a photocopy

How Does The System Work?



- Then the system looks at the image to distinguish every letter and number

How Does The System Work?



- It then creates a text file

How Does The System Work?

- ➲ The system "reads" the text and obtains important information about you such as:
 - ➲ name
 - ➲ address
 - ➲ phone number
 - ➲ work history
 - ➲ experience
 - ➲ education
 - ➲ skills

How Does The System Work?

- Your resume is saved and stored in the **RESUME BANK**



How Does The System Work?

- Then, when vacancies occur, those individuals whose qualifications and skills match the position requirements will be considered

How Is This System Different?



- In the past, when you completed a traditional application, such as a SF-171 or an OF-612, you wrote to attract the attention of the reader

How Is This System Different?

- In the past, anything you did to make your application **visually** unique, such as unusual fonts or color, helped you to do this.....

How Is This System Different?

- Also in the past, you may have believed that more credit would be received in the rating and ranking process if your experience was described in several different ways.....

How Is This System Different?

•NONE OF THIS APPLIES TO RESUMES THAT ARE PROCESSED ELECTRONICALLY



How Is This System Different?



- In fact, it may be counter-productive

How Is This System Different?

- The important thing to remember is that the Personnel Specialist will be searching the database for resumes that match the skills and knowledges of the position being filled

How Does This New Method Help Me?

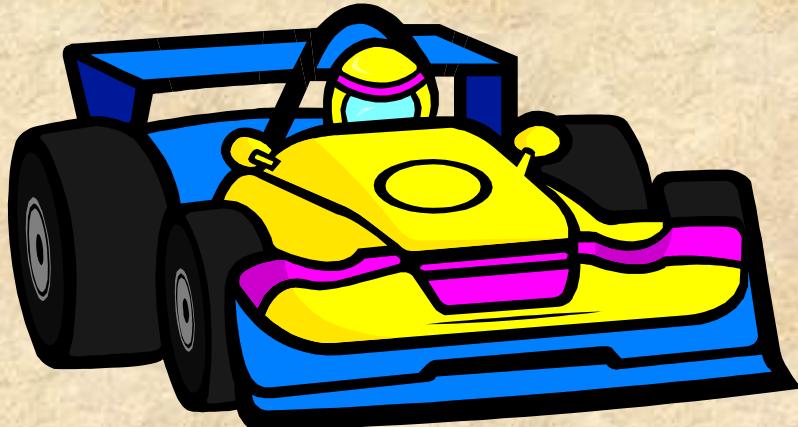
- Here are a few reasons why we think you will prefer this new method better than the old way of finding a job:



How Does This New Method Help Me?

- You only have to write one resume to be considered for multiple vacancies at multiple locations;

How Does This New Method Help Me?



➤ It's easier and faster for you to apply for jobs through a process known as *self-nomination*;

How Does This New Method Help Me?

- You identify your skills..... not long, detailed descriptions;



How Does This New Method Help Me?

- There's greater objectivity in the referral lists because we use a consistent process;

How Does This New Method Help Me?

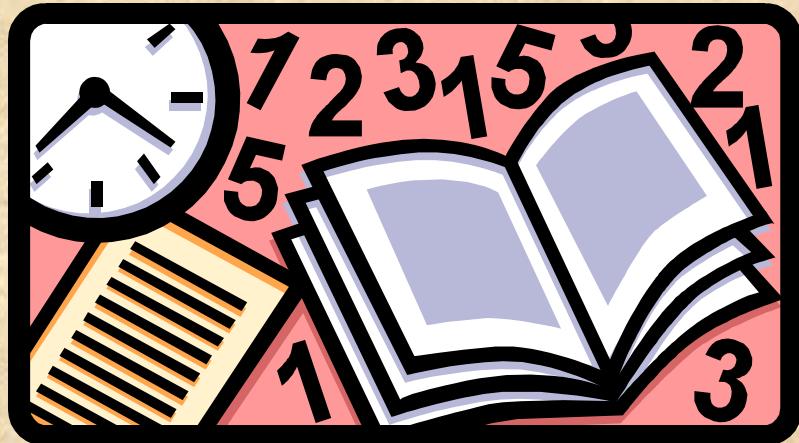


- There's just one more thing you need to know

How Does This New Method Help Me?

- Because we will handle a large number of resumes, we won't be able to return resumes or additional documentation
 - (such as professional certificates or licenses)

How Does This New Method Help Me?



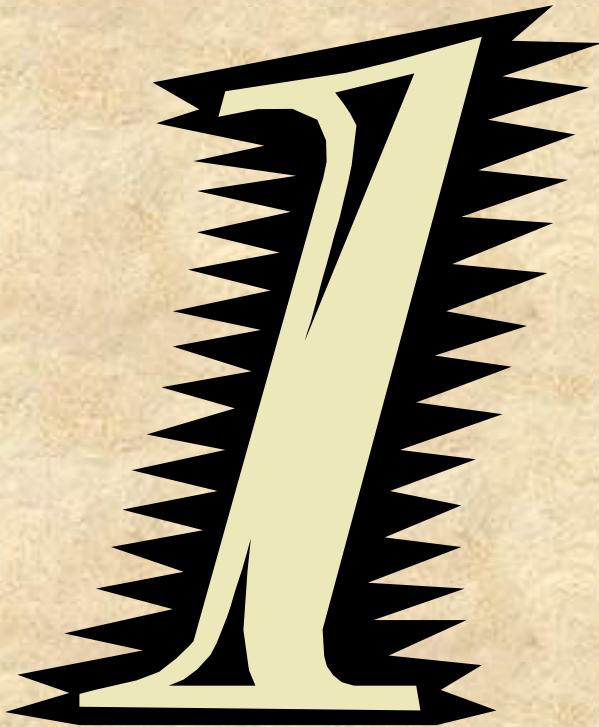
- So don't send original documents



□ Applying for civilian vacancies is easy.....just follow the steps below:

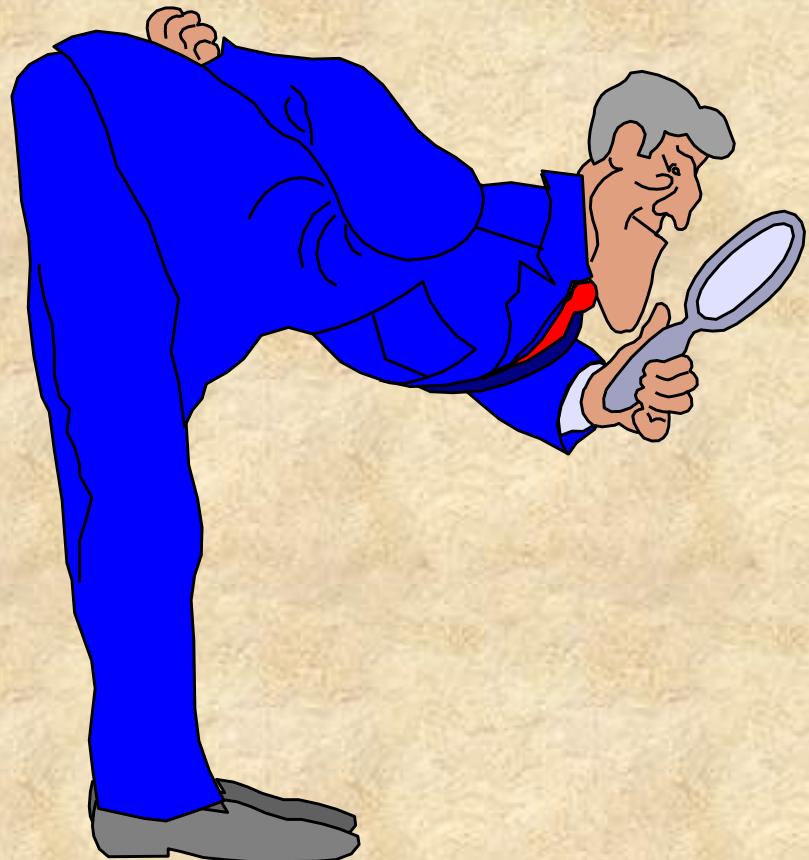
STEP 1

-  **DETERMINE WHO MAY
APPLY**
-  **LOCATE JOB INFORMATION**



- Your application MAY be accepted if you meet the criteria for **one** of the hiring authorities

- If you do not meet any of the hiring authority criteria.....
look for announcements open to the general public

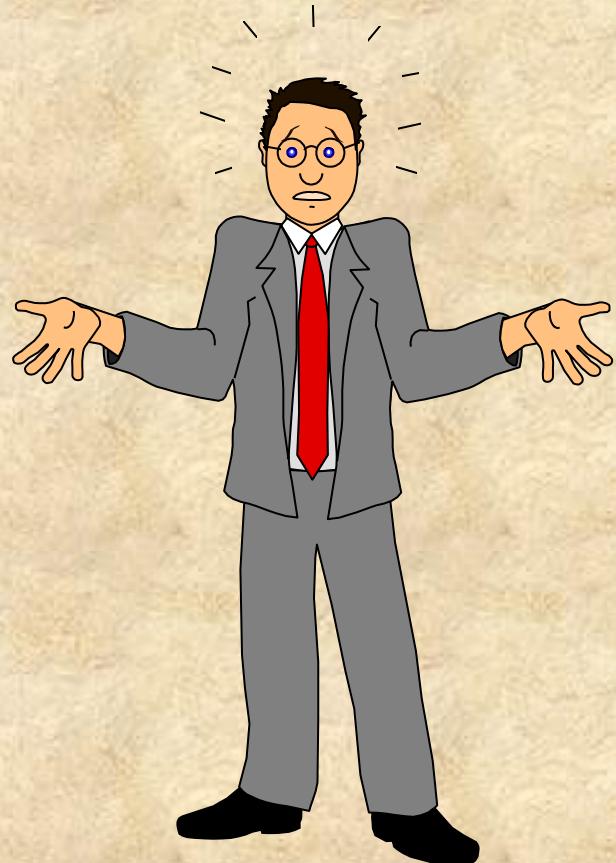


STEP 2



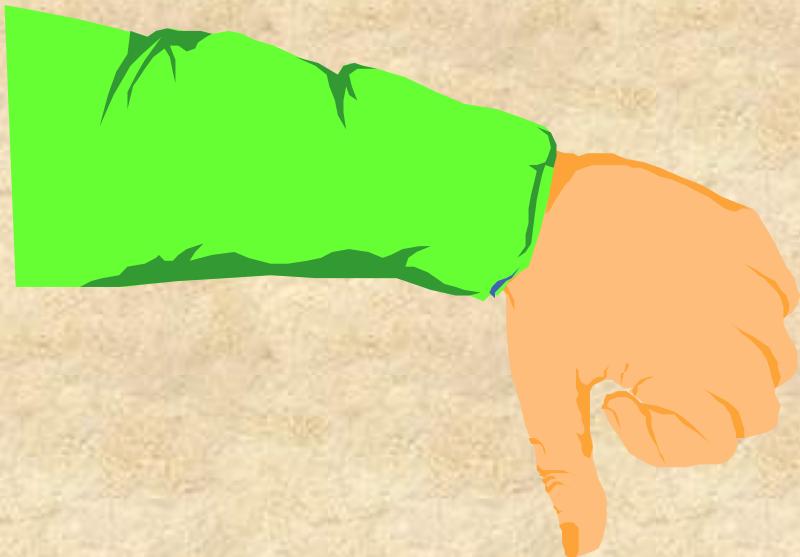
■ **PREPARE
YOUR
RESUME**

Tips



- ➲ To ensure that your resume is processed correctly, carefully read and follow the tips below

Tips



☛ ***Failure to follow these tips may result in your resume being rejected and/or the loss of job consideration***

Tips



- Limit your resume to 5 pages in length

Tips

- ❑ Your response to the Additional Data Sheet will not be counted against the maximum 5-page resume limitation

Tips

- ❑ Carefully read the information and application instructions
- ❑ Many have unique instructions or requirements

Tips

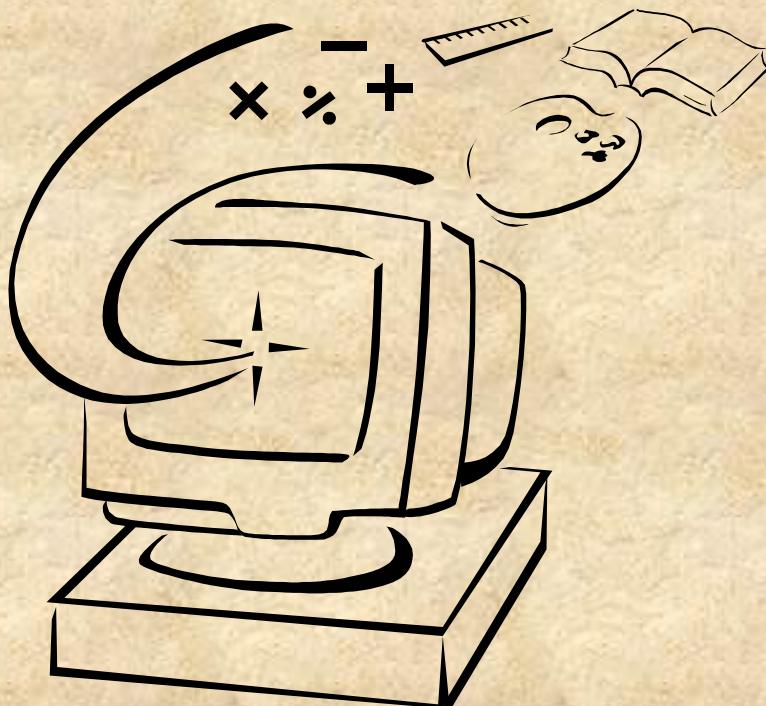
- ❖ Put your name, Social Security Number, and a daytime phone number on each page submitted

Tips

- ❑ Complete and submit the Additional Data Sheet



Use Plain Language Whenever Possible



- The information system may not understand what you are trying to communicate if you use very obscure words or phrases

Use Simple Sentences

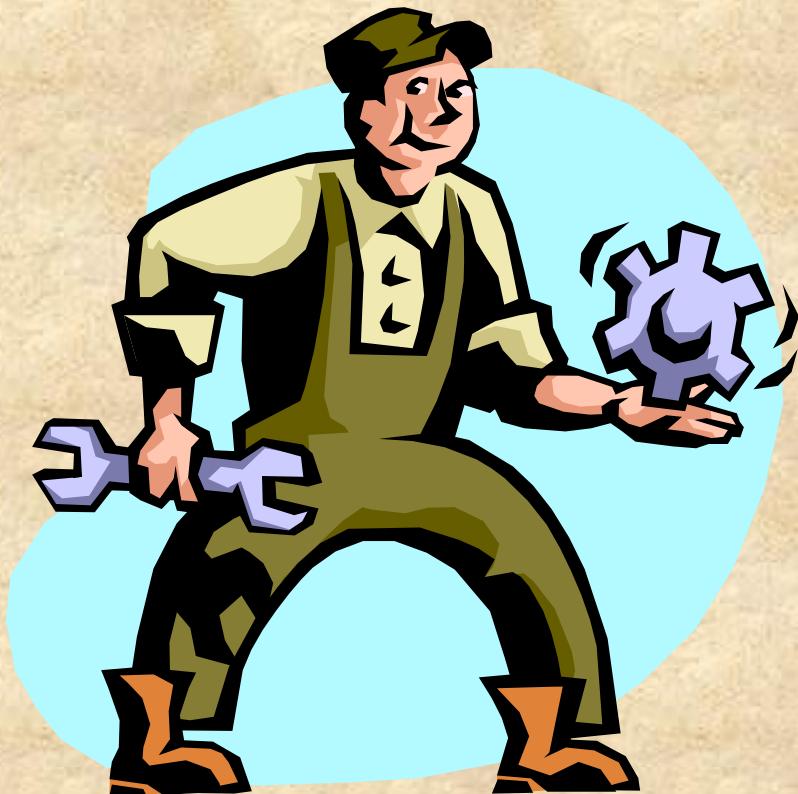
- Emphasize nouns instead of verbs

Use Simple Sentences



- ➲ Instead of describing what your responsibilities were.....
 - describe exactly what you did

Use Simple Sentences



- Mention the names of any tools, software, or equipment you used, and any specialized knowledge you acquired

Spell It Out

- | Remember that ADA can mean a computer language, the American Dental Association, or the Americans with Disabilities Act

Spell It Out

- Even within the Department of Defense, the same acronym or abbreviation can have many different meanings

Spell It Out

- Avoid using jargon, abbreviations, and acronyms, unless they are common to a job field

Spell It Out

- Spell out, at least once, the meaning of any abbreviations and acronyms you use

Focus



- Include only work experience and skills that are relevant to your career goals

Focus

- For instance.... if your career goals are in the budget area, don't include old experience as a clerk-typist

Focus

- ✿ Starting with your most recent experience
 - show where you worked,
 - the beginning and the ending dates,
 - the name and phone number of your supervisor

Don't Repeat Skills



- There is no extra credit for repeating skills

Don't Repeat Skills

- | Once a skill such as “management” or “budget” is pointed out, you need only use the skill again if you are describing a different position

How Should I Write My Resume?

- Unlike the SF-171 in which you described your work experience in detail, your resume should be skills-based
 - We want to know what you did on the job

How Should I Write My Resume?



- The best way to convey that is to use simple sentences and concrete words

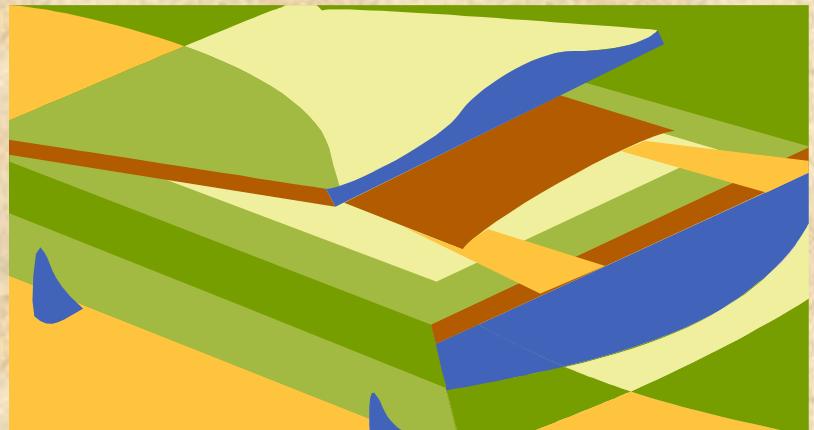
How Should I Write My Resume?



- Instead of describing what your responsibilities were, describe your accomplishments

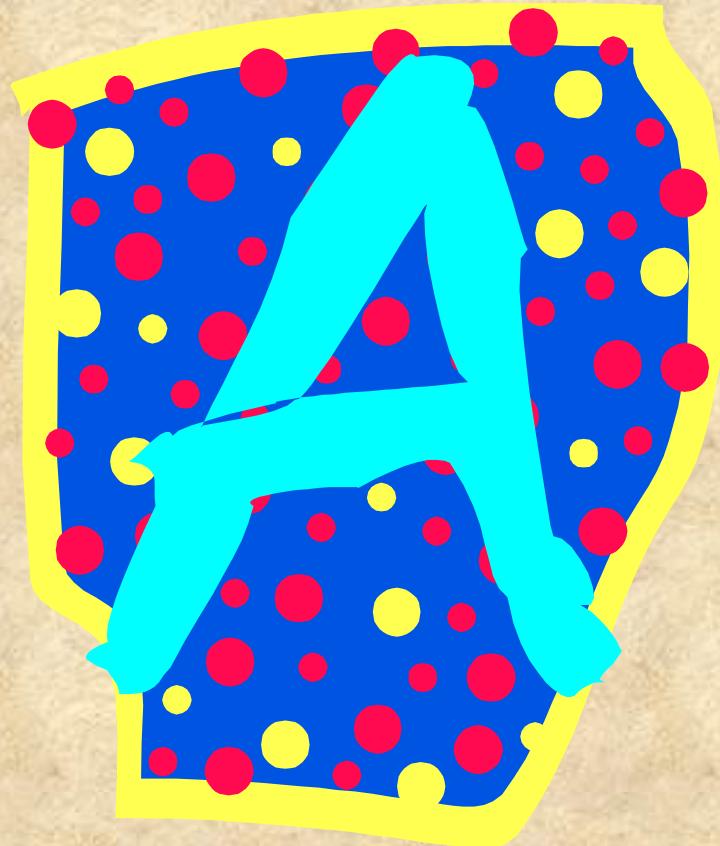
Preparing Your Resume

- To ensure your resume is scannable, follows these guidelines:



Preparing Your Resume

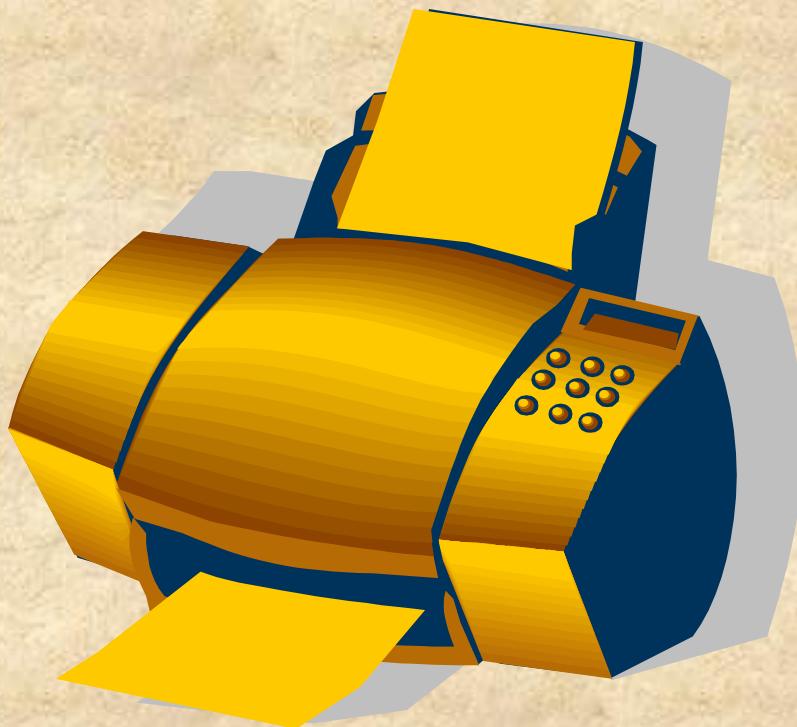
• The most difficult resume for the computer to read is a **poor quality copy.**



Preparing Your Resume

- * Provide an ink jet or laser printer original of your resume if possible

Preparing Your Resume



- * Do **NOT** use a dot matrix printer
 - * the print may be too light
 - * hard to read by the computer

Preparing Your Resume

*A typewritten original is acceptable



Preparing Your Resume



■ Your resume will not be accepted if it is handwritten

Preparing Your Resume



- ✖ Avoid paper that is too dark

Preparing Your Resume

- Use only black ink on 8.5" by 11" white bond paper printed on one side
- Use a minimum margin of $\frac{1}{2}$ inch margin on all sides of your resume

Preparing Your Resume

□ Avoid

- font sizes larger than 12 points
- or smaller than 10 points

Preparing Your Resume

- * Use standard fonts such as;
 - * Courier
 - * Times New Roman
 - * Arial

Preparing Your Resume

- * Avoid two-column format or resumes that look like newspapers or newsletters



Preparing Your Resume

- * Avoid;
 - * vertical and horizontal lines,
 - * graphics,
 - * shading, and
 - * boxes

Preparing Your Resume

- | Do **NOT** use bold, *italics*, underlining, or **shadows**

Preparing Your Resume



□ Do not:

- type in all capital letters

Preparing Your Resume

I Do not:

- staple,
- fold,
- bind, or
- punch holes in resume

Preparing Your Resume

- | Do not use:
 - correction fluid,
 - correction tape, or
 - pencil in changes or deletions

Preparing Your Resume



- * If you use complex tables with leader dots (...), the computer may not read your data correctly

Preparing Your Resume

- * The computer is set to read “text” not “graphics”



Preparing Your Resume



- Do not submit supporting documentation with your resume unless specifically requested in the job announcement

Preparing Your Resume



- Proofread for errors and pay particular attention to spelling

STEP 3

I SUBMIT YOUR RESUME

There are
three
different
ways to
submit your
resume

- 1. Resume Builder
 - (the preferred method)
- 2. Email
- 3. Postal

Resume-Builder

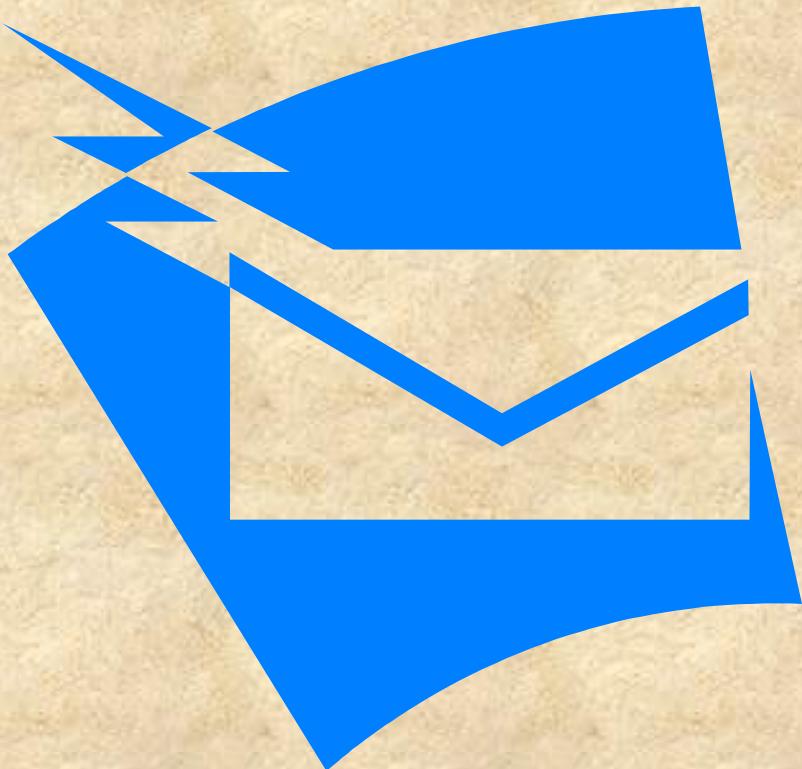


- Using the resume-builder available on our web page, prepare and send your resume directly to the Human Resources Service Center

E-mail

- ☛ Type “Resume” on the subject line of your E-mail

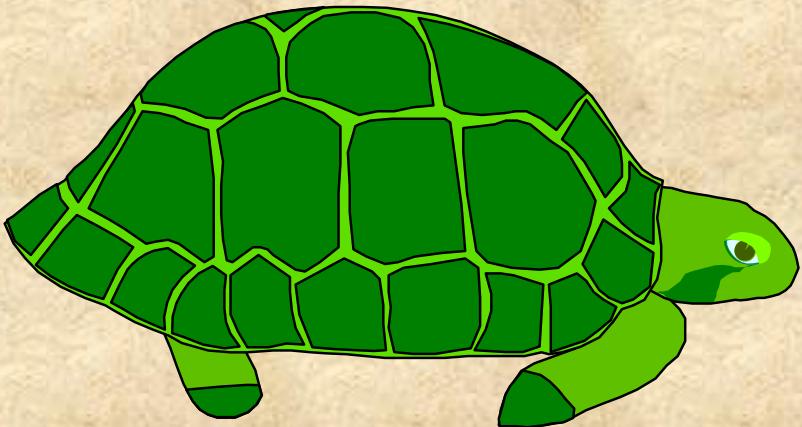
E-mail



- Prepare your resume as a part of the E-mail message
- E-mail attachments CANNOT be accepted

E-mail

- Include your responses to the Additional Data Sheet at the end of your resume text



■ Of course,
you can
always send
your resume
through the
mail

Can I reuse My Resume?

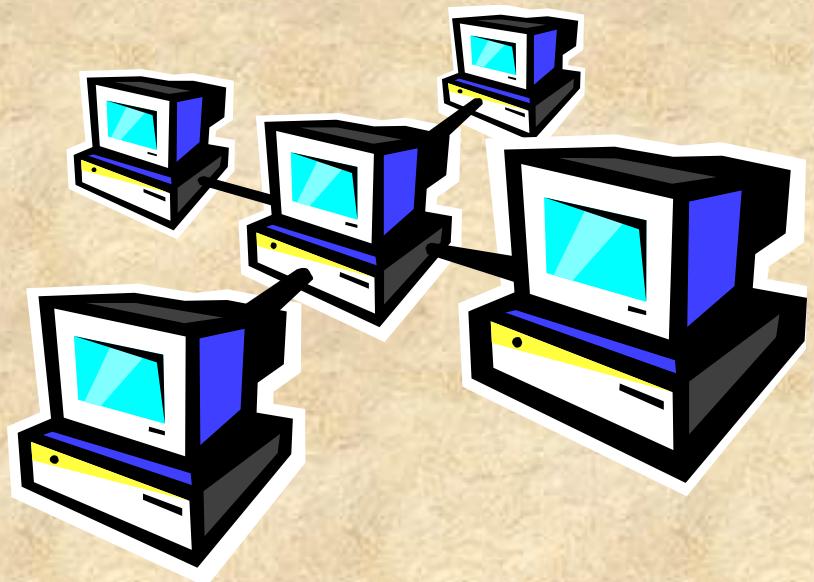
- | Once you have a resume in the **RESUME BANK** and a vacancy is advertised, you do not need to submit a new resume

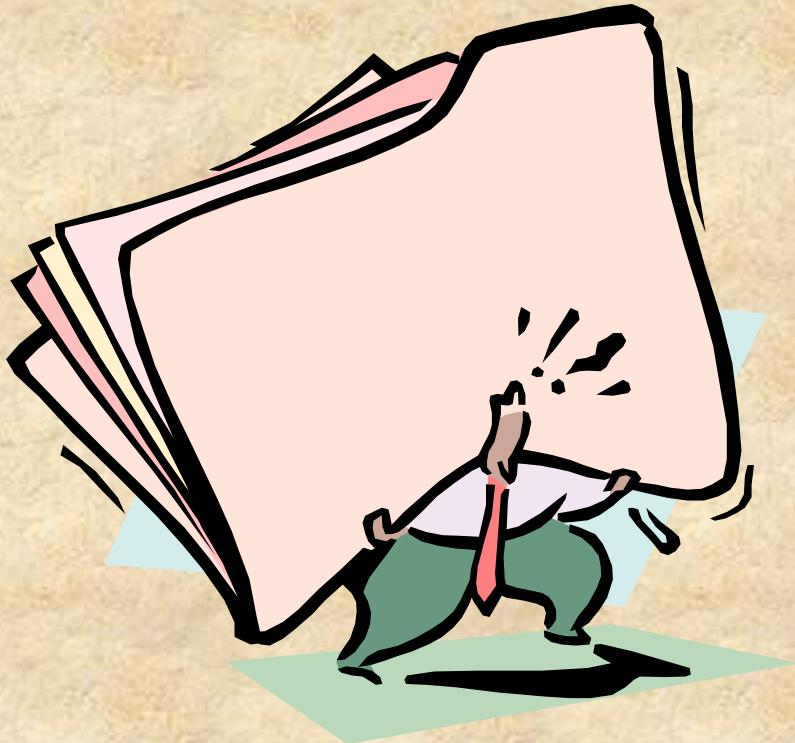
Can I reuse My Resume?

- | Your resume can be scanned into a computer system and kept "active" for up to ***one year***

Can I reuse My Resume?

• The computer
can make it
easier for you
to be
considered
for more jobs





- Once you have a resume on file, you may reuse it to self-nominate yourself for other job opportunities

Click Here to Return
to
the Main Menu

Click Here to Return
to
the Resume Builder